



December 14, 2006

TO: Transportation Authority of Marin Commissioners

FROM: Dianne Steinhauser, Executive Director

RE: Professional Services Agreement for On-call Support for Program and Project Management and Oversight Services, Agenda Item 10

Dear Commissioners:

Executive Summary

TAM is currently using consultant support to augment staff in project and program oversight, management, and delivery, which will continue to be the likely trend for the near future unless staff is increased to meet workload demand. Since TAM does not anticipate substantial staff increase, the prudent use of consultant support services can assist staff in delivering projects and programs as envisioned with the passage of Measure A, as well as the funding programs and projects administered by TAM as the CMA. The expected workload for consultant support in the coming years will include assisting TAM in the management of the four strategies in the Measure A Expenditure Plan and 2006 Strategic Plan.

Nolte and Associates is currently retained to provide some of the aforementioned services. With the exception of unforeseen work for the Highway 101 Gap Closure Project involving the Puerto Suello Hill multi-use path and sound-absorbing sound-wall final design, TAM's contract with Nolte and Associates is due to expire on December 31, 2006. To avoid a lapse in continued consultant services, staff issued a RFQ for Project and Program Management On-call Support Services on October 24, 2006.

Based on the qualification materials submitted and the December 12, 2006 interviews, a firm will be selected by the December 14, 2006 Board meeting. The selected firm will be announced at the Board meeting. It is anticipated that TAM will enter into a contract with the selected firm after Board approval. The contract period will extend until June 30, 2009, with an option for three additional one-year extensions. The remaining contract amount for this year, as adopted in the FY 2006-07 budget, is approximately \$400,000.

Recommendation: Authorize the Executive Director to enter into contract with the selected consultant firm to provide On-call Program and Project Management and Oversight Services.

BACKGROUND

TAM is currently using consultant support to augment staff in project and program oversight, management, and delivery, which will continue to be the likely trend for the near future unless

staff is increased to meet workload demand. Since TAM does not anticipate substantial staff increase, the prudent use of consultant support services can assist staff in delivering projects and programs as envisioned with the passage of Measure A, as well as the funding programs and projects administered by Tam as the Congestion Management Agency (CMA).

The expected workload for consultant support in the coming years will include assisting TAM in the management of the four strategies in the Measure A Expenditure Plan and 2006 Strategic Plan. Consultant support is also expected to assist in providing environmental oversight and project management on Regional Measure (RM) 2 projects in the Greenbrae/580/101 Corridor, Highway 101 Gap Closure Project, and the Highway 101 Marin-Sonoma Narrows Project. (See Attachment A for detailed scope of services)

DISCUSSION

Existing Contract

Nolte and Associates is currently retained to provide some of the aforementioned services. Nolte was originally brought onboard to assist with TAM start-up, assist in developing TAM's early products, such as the Strategic Plan, the Annual Report, and critical policies and procedures. With the exception of unforeseen work for the Highway 101 Gap Closure Project involving the Puerto Suello Hill multi-use path and sound-absorbing sound-wall final design, TAM's contract with Nolte and Associates is due to expire on December 31, 2006. The TAM Board approved an amendment on October 26, 2006 to extend Nolte and Associates' contract for the sole purpose of working on the Highway 101 Gap Closure Project design. Therefore, on January 1, 2007, TAM will be without consultant support for management and delivery of the projects and programs not explicitly covered by the October 26, 2006 amendment to the Nolte contract for design.

Upon adoption of the TAM staffing plan in February 2006, the TAM Board agreed to continue to utilize consultant support to close the gap in the workload necessary to deliver TAM's adopted workplan. It was envisioned in the TAM budgetary process that TAM would supplement existing staff with consultant support.

Note that while the Nolte contract was for start-up, this contract is for ongoing program and project support. Most of the Task Orders issued under the contract will be project related and project funded. For example, help in overseeing TAM's work on the Marin-Sonoma Narrows will be through funds assigned to the Narrows project. Project and program management is an allowable expense within the Narrows fund sources. The same is true for the Highway 101 Gap Closure and the Greenbrae/580/101 complex.

Request for Qualifications (RFQ)

To avoid a lapse in continued consultant services, staff issued a RFQ for Project and Program Management On-call Support Services on October 24, 2006. In addition to sending the proposal to over 50 firms and individuals, we posted the RFQ on our website and hosted a pre-bid conference on November 9, 2006. By the December 1, 2006 deadline, three firms submitted qualification materials. A selection panel comprised of representatives from TAM first evaluated the written technical proposals based on the evaluation criteria described in the RFQ. TAM subsequently invited the three consultant firms for interviews on December 12, 2006.

Selected Firm

Based on the qualification materials submitted and the December 12, 2006 interviews, a firm will be selected by the December 14, 2006 Board meeting. The selected firm will be announced at the Board meeting. It is anticipated that TAM will entered into a contract with the selected firm after Board approval. The contract period will extend until June 30, 2009, with an option for three additional one-year extensions. The remaining contract amount for this year, as adopted in the FY 2006-07 budget, is approximately \$400,000.

RECOMMENDATION

Authorize the Executive Director to enter into contract with the selected consultant firm to provide On-call Program and Project Management and Oversight Services.

Attachment A - RFQ Scope of Services

Attachment A

REQUEST FOR QUALIFICATIONS FOR ONCALL PROGRAM AND PROJECT MANAGEMENT AND OVERSIGHT SERVICES

Scope of Services

Possible services to be provided under this contract include, but are not limited to:

- Assist with the management of TAM projects and programs in both the sales tax measure program as well as the congestion management agency program
- Assist with the management of Highway 101 projects, including the Highway 101 Gap Closure project, the Marin-Sonoma Narrows, and the Greenbrae/Highway 101/I-580 complex
- Assist with the necessary outreach and issue resolution within projects and programs
- Assist with the development of project controls and the overall management of program/project scope, schedule and budget
- Assist with the call for projects for various fund sources, including the screening of projects as necessary, and including the development and application of criteria for project prioritization
- Review of compliance with performance standards and reporting requirements for claimants
- Assist with financial monitoring and reporting requirements
- Development of annual revenue and expenditure updates to the Measure A Strategic Plan, as well as preparation of biennial updates to the Strategic Plan
- Environmental management support for CEQA/ NEPA environmental actions
- Development of public outreach and education programs and materials

It is envisioned that the consultant team selected will be assigned immediate work as follows:

- Assist in the management of the Measure A Safe Access to Schools program, particularly the Crossing Guard element and the Safe Pathways program: coordinating the assessment of new crossing guard locations and their subsequent approval by the TAM Technical Advisory Committee, TAC, and the TAM Board; coordinating the screening of the Safe Pathways projects through the TAM TAC, with close coordination with TAM's Safe Access program consultant and the various Marin County School Districts involved.
- Assist in the management of the Measure A Major Road program, including extensive interaction with local agency project sponsors in bringing projects forward for review by the TAM Technical Advisory Committee. Tasks also include the monitoring and reporting of projects going through the local agency approval process, and obtaining fund allocations through the TAM Board.
- Assist in the management of the Marin-Sonoma Narrows and the Greenbrae/Hwy 101/I-580 complex, particularly environmental oversight. This work may include the following services:
 - supplementing public outreach;
 - assist with the completion of the final environmental documentation;
 - provide value management services, reviewing current project(s) scope to recommend phasing project scope to fit within available funding;

- establish the program management system for TAM and its partners, Caltrans and affected local agencies;
 - develop a project implementation plan, performing technical analysis regarding sequencing as well as cash flow analysis;
 - constructability review of projects with attention to sequencing of projects and construction staging within projects;
 - develop design contract documents and perform project management oversight on those contracts;
 - develop project controls and monitoring protocol for the program of projects
- If the CTC adopts funding for the Marin-Sonoma Narrows as part of the Transportation Bond under Proposition 1B, TAM will be working with its partners at Caltrans and SCTA to immediately pursue these tasks on the Marin-Sonoma Narrows project. TAM is finalizing an interagency agreement with Caltrans and SCTA that will spell out various roles and responsibilities. Regardless of I-Bond funding for the projects capital costs, sufficient funding has been committed for design, as well as program and project management for the corridor.
 - Perform necessary public outreach and coordination for TAM. Tasks include the development and distribution of press releases; the coordination of press briefings; the distribution of legislative information to local jurisdictions in Marin; the development and distribution of fact sheets for TAM projects and programs; assistance in maintaining TAM's website including the development of website materials; the organization and implementation of TAM events, including critical ground breakings and ribbon cuttings.